

Primetime Hacks Training



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Weekly Planning: Hour of Primetime

Every week set aside one hour for yourself. It's YOU time. What a concept, right?

I do this every Sunday evening or morning, whatever works best that day.

You'll be writing — so I recommend you set aside a special notepad just for this. You can also do it on the computer, but I think writing on paper is much more effective for this (I've tried both).

The basic idea is that you'll be reviewing your entire week e.g. from the previous Sunday through Saturday.

During this time you're going to take time for yourself to really observe what's going on in your life and in your head.

It's an opportunity for you to get everything OUT.

It's also an opportunity for you to review your progress and "rate" yourself in the different areas of your life. If you have a job (or have ever had one), you know about the annual review.

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Well, you should definitely be doing an annual review for your own life as well ([here's more on that](#)).

The *Hour of Primetime* is a weekly review. And it's all about having a fulfilled life, across the many different categories that matter to you.

I like to do this while listening to some good music. Something that's good in the background and doesn't distract, but puts me in a good mood.

If you want to do it in silence that's fine too.

Now...

Step 1. Visualize

Take 5-10 minutes, close your eyes (do this!), and think about the outcomes you want for your life.

Try to think long-term. Why do you do what you do? What is it you're actually working toward? What's your ultimate vision of success, happiness, wealth?

What does it look like. Try to also feel the thoughts and images and see yourself as if you're already there. Get clarity on what you're working toward.

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Always think "what's my outcome?".

Hey! Make sure you don't skip step #1. The rest **will not work without it.*

Step 2. The Seven Areas of Your Life

After you're nice and juiced on these fun thoughts head to the notepad.

Rate yourself on a scale of 1-10 on the 7 key areas of your life. Feel free to switch this up if you want, but this should cover everything.

Seven key areas of your life: Relationship/Significant Other, Family/Friendships, Physical, Spiritual, Career, Cash Flow/Finances, and Emotional.

They're pretty self-explanatory. Just basically review your week and think about how you did in those areas with 10 being the absolute best you could ever strive for.

**Note:* If you don't have a significant other right now, then you can use this time to think about what you want in that person. Narrow it down to the finest details.

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Step 3. Accomplishments

Review your week! Think about it in your mind. And start remembering and listing out all the little accomplishments and magic moments you had.

Think moments of laughter. Think about accomplishments at work. Think about the awesome little moments that made you smile.

Think about memories with family and friends. Or the sexy man/woman you're getting (or want to get) spicy with. You get the idea.

**Note:* I like to open my calendar when I'm doing this to help my memory and reminisce about my week a little bit.

List them all out! And feel good about them. Relive them a bit. Feel proud and let yourself remember all these awesome accomplishments.

We never really revisit these memories normally...do we? They're usually just gone forever.

Step 4. Didn't Do/Areas to Improve

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Start thinking about things you didn't do or areas you could improve upon (refer to the 7 areas of your life to get ideas). Now list them out.

Did you make any mistakes? Were you short-tempered with anyone? Did you not hit the gym when you said you would?

As weeks go on you may start to see patterns here. That's your hint!

It's an area you need to address and an old habit you've unknowingly built into your life.

Now don't feel bad about yourself here after getting all pumped up in step 3.

This isn't about punishing yourself. Just think about things you could have done better or didn't do and should have.

Step 5. Capture

Shake out those thoughts now. This step feels real good. Start thinking about ALL those little things on your mind that you need to do.

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All the little to-do's that hit your mind throughout the day. The ones that nag at you. The ones you should have done today and even the ones you want to do in a year from now.

Capture everything. Write them ALL down.

Feels good right?

Step 6. Batch Into Outcomes

Look at everything you just captured. Now try to find common outcomes between the different things you captured.

Look at the 7 areas of your life to see how these pieces might be connected.

For example: running a mile in the morning AND buying protein AND juicing green vegetables AND researching standing desks are all actually related!

They're both part of the same outcome: Get fit.

Why? A stronger and healthier physical body. But why? To have the energy to be able to handle anything as it comes at you and live a long life.

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See what we did there? You need to look at your Ultimate outcomes.

Group them together.

Another example: Calling your business partner to discuss a potential new client opportunity AND needing to correct the images on your website because they're outdated.

Both part of the same outcome: Grow your business.

Group them together.

Do that for all of the items you captured.

Step 7. Schedule it

Take everything you just grouped together into larger "outcomes" and schedule them into your calendar for the week.

Do your absolute best to group the related tasks that have the same outcomes together.

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This way working on each task doesn't feel like a task, it feels like part of the same outcome. You're constantly reminded.

**Note:* Remember that when you're working on ONE thing it's actually part of a bigger picture and larger outcome.

Let the stress go away when one simple little task bothers you...

Not worth it my friend! It's not the end of the world.

When scheduling these blocks of tasks/outcomes into your calendar, give yourself room to breathe. DON'T schedule 10 things back to back.

Also, try to mark down from these outcomes for the week which ones are absolute "musts". Meaning, know which ones **MUST** get done vs. the ones you'd **LIKE** to get done.

If something doesn't need to be done that week - schedule it in your calendar at the appropriate time and save that space now. It's okay if you end up changing this.

Remember to schedule some "YOU" time also.

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Instead of getting distracted by little things you can now stick to this schedule and look forward to the pre-scheduled relaxation/do-whatever/chill-out time.

Personally, I have a block of time every Friday where I just watch videos, catch up on reading, goof around - whatever.

Step 8. Bonus: Pat yourself on the back

You're now lightyears beyond how the average human being deals with scheduling out their life.

With time you will be able to handle whatever comes at you. Don't panic. Stick to the outcomes. Set it and forget it.



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Batching: When to Check Email

Check Only Four Times Per Day

- Four Times Per Day - *Maximum*
- **Never** first thing in the morning or last thing before bed
- Recommend Times:
 - 9 AM
 - 1 PM
 - 4 PM
 - 7 PM (mobile)

This is where you achieve true freedom from “feeling like you need to constantly check email”, which was one of the biggest email frustrations our research showed users had (36%).

For most professionals, it is an unwritten policy to respond to emails (that require a response) within 24 hours. You are allowed one bonus session where you can check from your mobile, ideally, at the end of your work day.

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Winning: How to Start Your Day

80/20 of Your Life and Business

The **Pareto Principle** states that 80% of your results/effects come from 20% of your efforts/causes.

As an *Appreneur*, what is your 80/20? And more importantly, what are the aspects of your business you actually enjoy the most?

First Task of the Day

Many people say take care of the biggest or most important task first thing in the morning.

While I agree that that can be effective, I believe that it's very important to make the first thing you do be the **best thing you do**. Do what it is that's important toward your bottom line, but also make sure it's the thing you **enjoy** the most.

Get juiced, pumped up, excited, and amped for your day. Get a nice win early in the morning so you continue winning throughout the day.

It's simple and effective. Be in control. Don't allow tasks, life, phone calls, emails, etc. to come **at you**. You are the one that controls your day and life.

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